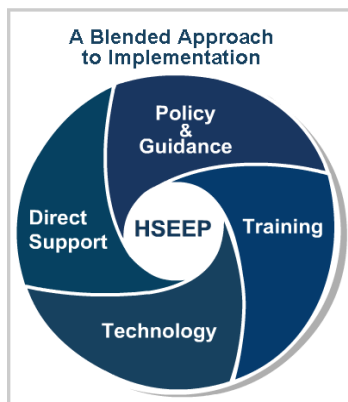


# Homeland Security Exercise and Evaluation Program

## Toolkit Overview



### HSEEP Toolkit Systems

<http://hseep.dhs.gov>

- National Exercise Schedule (NEXS) System
- Design and Development System (DDS)
- Corrective Action Program (CAP) System

### System Access

To request access to any of the HSEEP Toolkit systems, please send an email to [support@hseep.net](mailto:support@hseep.net)

### Questions?

[hseep@dhs.gov](mailto:hseep@dhs.gov)

### HSEEP TOOLKIT

The HSEEP Toolkit is an interactive, on-line system for exercise scheduling, design, development, conduct, evaluation and improvement planning. This web-based application provides exercise planners the appropriate templates and guidance for developing master task lists, timelines, planning teams, and exercise documentation.

Throughout the planning process, the HSEEP Toolkit provides templates for key and supporting exercise documentation, in addition to tasks, instructions, HSEEP volume references and definitions.

The HSEEP Toolkit contains several interactive systems that are designed to provide users with the information to design, develop, conduct, and evaluate exercises. These systems include the following:

- National Exercise Schedule (NEXS) System
- Design and Development System (DDS)
- Corrective Action Program (CAP) System

### HSEEP WEBSITE

The HSEEP Website provides users with necessary information for conducting exercises using the HSEEP program and also provides a central location for accessing the HSEEP Toolkit systems and other available technologies.

#### HSEEP Website resources include:

- Links and access to *NEXS System*, *DDS*, and the *CAP System*
- Revised HSEEP Volumes I-III, HSEEP Volume IV Library, and Exercise and Evaluation Guides
- Exercise training resources, including independent study and HSEEP Mobile Course materials
- Newsletters and Information Bulletins
- Additional online resources, including links to the DHS Website and *LLIS.gov*



## The National Exercise Schedule System

### NATIONAL EXERCISE SCHEDULE (NEXS) SYSTEM

The *National Exercise Schedule (NEXS) System* is the nation's official calendar of exercise activities and includes events at all levels of government and across geographic locations and supports the implementation of the National Exercise Program (NEP). The *NEXS* is maintained using the *NEXS System*, a web-based tool for exercise scheduling, synchronization, and deconfliction. The *NEXS* is also supported by the annual NEP Exercise Scheduling Conference where DHS, in coordination with other Interagency departments and agencies, synchronizes and deconflicts exercises. The *NEXS* provides visibility into exercise activities across the country, which allows for the identification of schedule and resource conflicts, and also opportunities to combine and coordinate preparedness activities.



### The *National Exercise Schedule System*:

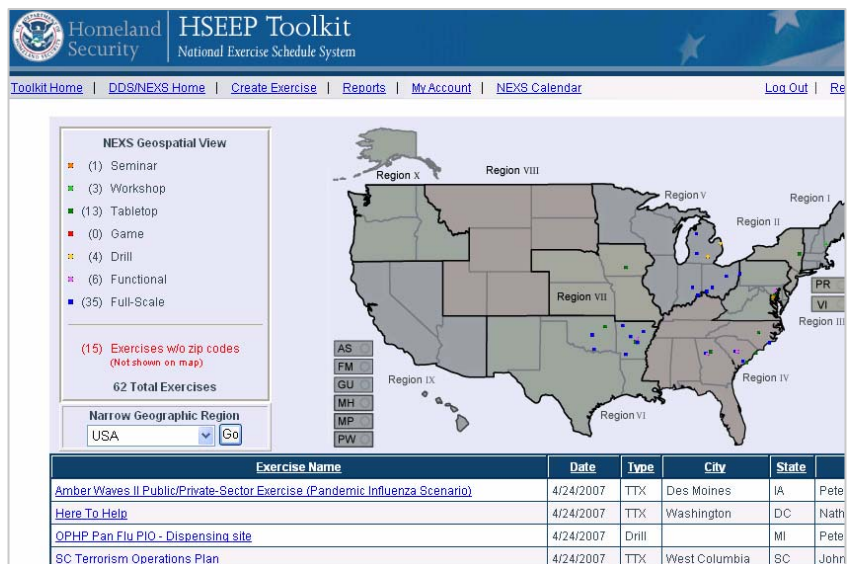
- Facilitates scheduling, deconfliction, and synchronization of exercises
- Compiles all National-level, Federal, State, local, territory, and tribal exercises
- Serves as a management tool and reference document for exercise planning

### NEXS SYSTEM ACCESS

NEXS scheduling access is limited to State, territory, and Federal Exercise Administrative Authorities (EAAs) or their designated exercise schedulers.

To request access or for other questions, please email:

[support@hseep.net](mailto:support@hseep.net)



## The Design and Development System

### DESIGN AND DEVELOPMENT SYSTEM (DDS)

The *Design and Development System (DDS)* is a project management tool and comprehensive tutorial for the design, development, conduct, and evaluation of exercises. The *DDS* provides users with the appropriate templates and guidance from the HSEEP Volumes for developing timelines, planning teams, and exercise documentation (e.g. Situation Manuals, Exercise Plans, exercise planning conference materials, etc.). The *DDS* is the technological backbone for the planning process described in *HSEEP Volume II: Exercise Planning and Conduct*.

The screenshot shows the HSEEP Toolkit Design and Development System (DDS) interface. On the left is a navigation menu with various links like 'MPC Minutes', 'MPC Brief', 'MPC Minutes', etc. The main area displays the 'MPC Minutes' form. It has tabs for 'Template', 'Upload', 'My Document', and 'Status'. The 'Template' tab is active, showing a table with fields for document information. Below the table is a 'Download' button.

Document Fields	Value	Agency/Jurisdiction	Value
After-Action Conference Date	10/2/2006	Agency/Jurisdiction	Ada City-County Emergi
CIE Briefing Date	10/23/2006	EX Duration	122
EX POC	Brad Hufford	EX POC Email	bhufford@adaweb.net
EX POC Phone	(208) 577-4750	EX Start Date	9/7/2006
FPC Date	8/17/2006	FPC Start Time	TBD
FPC Venue		Lead Planner	Josh Fishburne
Lead Planner Email	jfishburne@bridgebom	Lead Planner Phone	111-111-1111
MPC City		MPC State	AK
MPC Venue			

### DDS Objectives:

- Encourage the development of self-sustaining exercise programs
- Reduce dependency on direct support
- Provide consistent exercise guidance, templates and exercise documentation

The *DDS* is equal parts project management tool and comprehensive tutorial for the design, development, conduct and evaluation of exercises. *DDS* provides users with:

- Customizable timelines
- Exercise task lists
- Templates and reference documents
- Exercise planning tips
- Interactive HSEEP guidance
- The ability to email planning team tasks, updates, guidance, and alerts

### DDS SYSTEM ACCESS

The *DDS* is an integrated system of design, development, and planning tools that provide a seamless collaborative environment for exercise planners.

To request access to the *DDS*, contact the HSEEP Toolkit Help Desk at:

[support@hseep.net](mailto:support@hseep.net)

The screenshot shows the HSEEP Toolkit Design and Development System (DDS) interface. On the left is a navigation menu with various links like 'Foundation', 'Design & Development', etc. The main area displays the 'Project Management Timeline' section. It includes a 'Build' button and a table with columns for 'Template', 'Upload', 'My Document', and 'Status'. The 'Status' column shows 'Completed'.

Build	Template	Upload	My Document	Status
Project Management Timeline_06				Completed

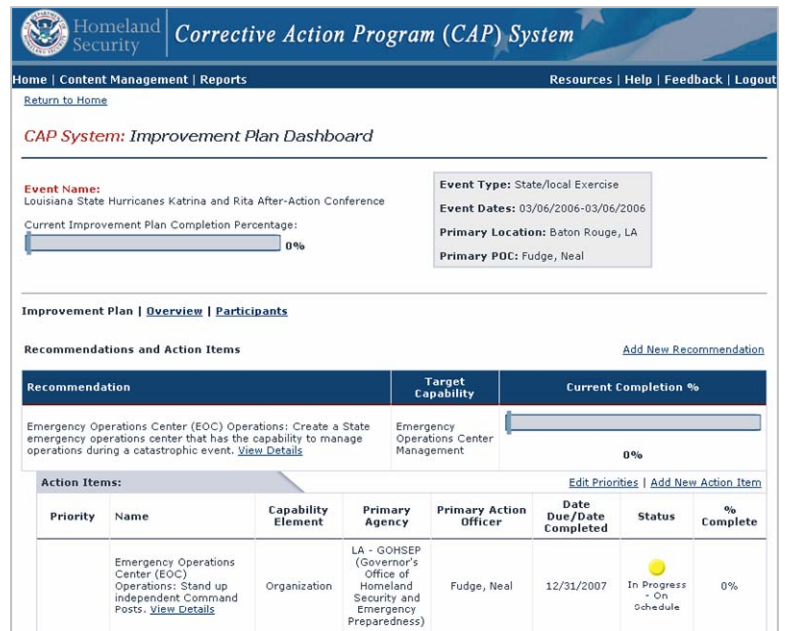
## The Corrective Action Program System

### CORRECTIVE ACTION PROGRAM (CAP) SYSTEM

The *Corrective Action Program (CAP) System* is a web-based application that allows Federal, State, and local emergency response and homeland security officials to track, prioritize, and analyze corrective actions following exercises, policy discussions, and real-world events. *CAP System* development is part of a larger effort to systematically translate exercise outputs—including findings, identified problems, recommendations, lessons learned, and best practices—into meaningful inputs for homeland security plans, programs, and budgets.

#### CAP System enables users to:

- Quickly enter data from a finalized AAR/IP
- Upload an AAR to the system and share with the *Lessons Learned Information Sharing (LLIS.gov)* research team
- Assign action officers to monitor progress
- Track the progress of corrective action implementation
- Analyze and report on trends in improvement plans



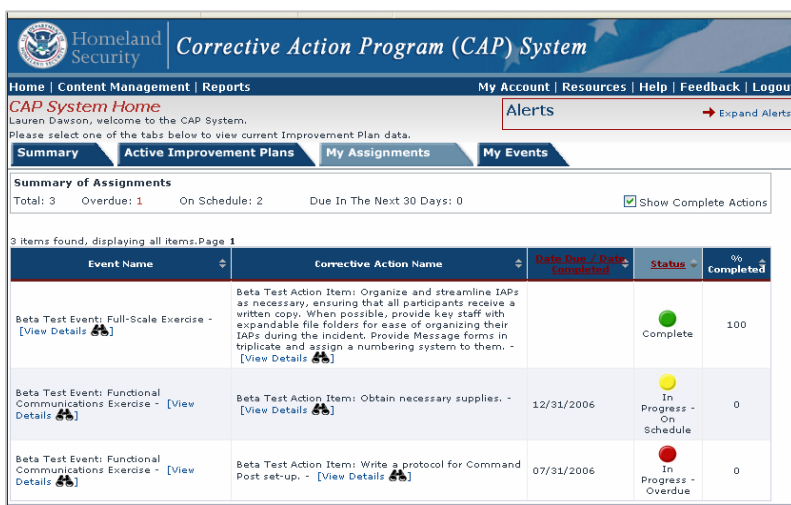
The screenshot shows the 'CAP System: Improvement Plan Dashboard'. It includes a header with the Homeland Security logo and navigation links. The main content area displays event information: 'Event Name: Louisiana State Hurricanes Katrina and Rita After-Action Conference', 'Event Type: State/Local Exercise', 'Event Dates: 03/06/2006-03/06/2006', 'Primary Location: Baton Rouge, LA', and 'Primary POC: Fudge, Neal'. A progress bar indicates 'Current Improvement Plan Completion Percentage: 0%'. Below this, there are tabs for 'Improvement Plan | Overview | Participants'. The 'Recommendations and Action Items' section shows a table with columns for Recommendation, Target Capability, and Current Completion %. A table of Action Items follows, with columns for Priority, Name, Capability Element, Primary Agency, Primary Action Officer, Date Due/Date Completed, Status, and % Complete. The table lists one action item: 'Emergency Operations Center (EOC) Operations: Stand up independent Command Posts' with a status of 'In Progress - On Schedule' and 0% completion.

#### CAP SYSTEM ACCESS

The *CAP System* is available to all members of the emergency management and homeland security community. Access to system data is role-based; users only have access to the improvement plans for which they have been assigned a formal role.

To register for the *CAP System*, contact the HSEEP Toolkit Help Desk at:

[support@hseep.net](mailto:support@hseep.net)



The screenshot shows the 'CAP System Home' page with a 'Summary of Assignments' section. It displays a table with columns for Event Name, Corrective Action Name, Date Due / Date Completed, Status, and % Completed. The table lists three items: 'Beta Test Event: Full-Scale Exercise' (Complete, 100%), 'Beta Test Event: Functional Communications Exercise' (In Progress - On Schedule, 0%), and 'Beta Test Event: Functional Communications Exercise' (In Progress - Overdue, 0%).